Area	Condition ID	Requirement #	Event Description	Test Condition Description
CODE	CODE01	R20190	Screener User/View Submission	When viewing a submission, the left navigation bar will have a link to the Code Findings page
CODE	CODE02	R20192	Co-Team Leader User/View Submission	When viewing a submission from the "Pending Assignment" queue, the Co-Team Lead will be able to access the "Code Findings" of the submission through a left navigation bar link
INC	INC01	R20198	Incomplete Letter Report/All users	The user has the ability to access the "Home" page of the eZ-Audit system after they have previously made a submission that was deemed incomplete. The status of the previous submission will be displayed in the Notification section of the "Home" page. The user will be notified that there previous submission has been determined to be incomplete. Along with the notification of the status of the submission the system will display to the user that a "Incomplete Letter Report" has been posted for their Institution.
INC	INC02	R20197	Incomplete Letter Report/All users	The user will have the ability to view the Notifications section of the "Home" page. When a previous incomplete submission from the user's institution has been made, the system will provide a notification that states that an incomplete letter report has been posted for that institution. In this notification a link, "Incomplete Letter Report", will be provided to the user. Once selected, the system will return a read-only view of the incomplete letter.
INC	INC03	R20209	Resubmission/All users and submission types	The user will have the ability to resubmit a previous submission that was deemed incomplete by the eZ-Audit system. The resubmission option is available for all users and for all submission types.
INC	INC04	R20209	Resubmission/All users and annual submissions	The user will have the ability to resubmit an annual submission via a "Resubmit your FYE [MM/DD/YYYY] Submission" link provided in the left navigation of the "Home" page of the eZ-Audit system. This link will be in place of the "Create…" link option that is apart of the original configuration of the "Home" page.
INC	INC05	R20209	Resubmission/All users and annual submissions	The user has the ability to select the "Resubmit your…." link provided in the left navigation of the "Home" page. Once the link has been selected, the system will repopulate the annual submission with the data that was originally submitted.
INC	INC06	R20209	Resubmission/All users and non-annual submissions	The user will have the ability to resubmit an incomplete non-annual submission(stub, closeout, reinstatement, merger/CIO, initial). This capability will be provided via a "Resubmit......Submission" link located in the left navigation of the "Home" page of the eZ-Audit system. This link will be provided along with the "Create…" link options for the non-annual submission types.
INC	INC07	R20209	Resubmission/All users and non-annual submissions	The user has the ability to select the "Resubmit…." link provided in the left navigation of the "Home" page. Once the link has been selected, the system will repopulate the non-annual submission with the data that was originally submitted.
INC	INC08	R20203	Incomplete Letter Viewing/Case Users	A Case User will have the ability to access "Submission Summary" page for incomplete submissions. This page will provide a "Submission status" of "Incomplete" in the page header for all incomplete submissions.
INC	INC09	R20202 R20205	Incomplete Letter Viewing/Case Users	A Case User will have the ability to view an incomplete letter from the "Submission Summary" page for incomplete submissions. The system will provide a link in the header of the page titled "Link to Incomplete letter." Once the link is selected, the system will return a view-only version of the incomplete letter that is associated with that institution's submission.
INC	INC10	R20200	Incomplete letter/Correspondence log	A user of any type will have the ability to make an incomplete submission. When an institution has made an incomplete submission of any type, the system will present them with an Incomplete Letter Report. When the user views this letter, the system will record when this occurrence happened in the correspondence log.
INC	INC11	R20193	Case User/ Search	Submissions that are incomplete can be retrieved using the "Search" functionality
INC	INC12	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will be view-only
INC	INC13	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will NOT be assignable
INC	INC14	R20195	Search Results Page Display/Search	On the Search Results screen, Incomplete Submissions will be marked with an "Incomplete" Status in the Submission Status column
INC	INC15	R20195	Submission Summary Page Display/System Functionality	On the Submission Summary Page, the Submission Status field at the top of the page will read "INCOMPLETE"
INC	INC16	R20196	QC/System Functionality	If a submission is marked "Incomplete," the system will create an "Incomplete Letter Report"
INC	INC17	R20196	QC/System Functionality	If selected as a reason for Incomplete, "Audited Financial Statement is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC18	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC19	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Audited Financial Statement is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC20	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC21	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Report on Compliance and Internal Controls is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC22	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading

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INC	INC23	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC24	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC25	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report has an improper signature" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC26	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC27	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC28	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC29	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC30	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to GAAP" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC31	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC32	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC33	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC34	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC35	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC36	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC	INC37	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC38	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated/is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC39	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC40	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC41	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC42	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedule is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC43	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC44	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC45	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC46	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC47	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC48	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC49	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC50	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet does not properly address enrollment percentages" will appear on the "Incomplete Letter Report" under Compliance Audit heading

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INC	INC51	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC52	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC53	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC54	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs has improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC55	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not dated" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC56	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs not on letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC57	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not list all required Management Assertions" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC58	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not clearly identify the periods examined" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC59	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of Government Auditing Standards" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC60	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of attestation standards established by AICPA" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC61	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of appropriate Audit Guide" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC62	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC63	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC64	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules do not represent the findings" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC65	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters related to prior audit findings is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC66	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC67	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC68	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan has an improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC69	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not on school letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC	INC71	R20199	Correspondence Log Page Display/System Functionality	After a submission has been marked Incomplete, the system will post an entry for the Incomplete Submission Letter in the Correspondence Log
INC	INC72	R20201	QC User/ QC review	After a QC user has marked all Incomplete fields and selects "Submit," he will be taken to the Incomplete Letter Submission Preview Page
INC	INC73	R20201	QC User/ QC review	The QC user will be able to review an Incomplete Submission Letter on the Incomplete Letter Submission Preview Page
INC	INC74	R20204	Incomplete Letter Submission PreviewReview Page/System Functionality	When viewed, the Incomplete Submission Letter will have a link to a "Printer Friendly Version"
INC	INC75	R20206	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC	INC76	R20206	QC Page Display/ System Functionality	On the QC page for Compliance Audits, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC	INC77	R20207	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Financial Statements section

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INC	INC78	R20207	QC Page Display/ System Functionality	On the QC page for Compliance Audit, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Compliance Audit section
INC	INC79	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?": - Audited Financial Statement is missing. - Financial Statement Independent Auditors Report is missing. - Financial Statement Report on Compliance and Internal Controls is missing. - Other is missing.
INC	INC80	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Financial Statement Independent Auditors Report is not titled. - Financial Statement Independent Auditors Report is not signed. - Financial Statement Independent Auditors Report has an improper signature. - Financial Statement Independent Auditors Report is not dated. - Financial Statement Independent Auditors Report is not on letterhead. - Financial Statement Independent Auditors Report does not specify GAGAS. - Financial Statement Independent Auditors Report does not refer to all Financial Statements. - Financial Statement Independent Auditors Report does not refer to GAAP. - Financial Statements Report On Compliance and Internal Controls is not titled. - Financial Statements Report On Compliance and Internal Controls is not signed. - Financial Statements Report On Compliance and Internal Controls is not dated. - Financial Statements Report On Compliance and Internal Controls is not on letterhead. - Financial Statements Report On Compliance and Internal Controls does not specify GA(- Financial Statements Report On Compliance and Internal Controls does not refer to all F
INC	INC81	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?" - Compliance Audit is missing. - Financial Statements Report On Compliance and Internal Controls is not dated is missing. - Servicer Information Sheet is missing. - Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing. - Schedule of Findings and Questioned Costs is missing. - Summary Schedules is missing. - Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing. - Corrective Action Plan is missing. - Other is missing.
INC	INC82	R20208	QC Page Display/ System Functionality	On the QC page for Compliance Audit, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Auditor Information Sheet is incomplete. - Auditor Information Sheet does not properly address enrollment percentages. - Servicer Information Sheet is incomplete. - Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete. - Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed. - Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature. - Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated. - Report on Compliance with specified Requirements Applicable to the FSA Programs no on letterhead. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined. - Report on Compliance with specified Requirements Applicable to the FSA Programs did
INC	INC83	R20210	QC User/ QC review	Once a QC User has reviewed and submitted an Incomplete Submission Letter, an email will be sent to an Institution User notifying them of the letter
INC	INC84	R20199	System functionality/ Incomplete Submissions	The system will display an automatic entry in the correspondence log reading "incomplete letter posted/first incomplete notification email sent" after a submission is marked incomplete and the incomplete letter has been posted
INC	INC85	R20639	System functionality/ Incomplete Submissions	The system will carbon copy the appropriate Co-Team Leader, based on the team of the Institution with the Incomplete submission, when a third Incomplete submission e-mail notification is sent
INC	INC86	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Institution's President to notify them of the Submission's status
INC	INC87	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Institution's FAA to notify them of the Submission's status

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INC	INC88	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Financial Statements contact e-mail address supplied on the Completeness Checklist to notify them of the Submission's status
INC	INC89	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Compliance Audit contact e-mail address supplied on the Completeness Checklist to notify them of the Submission's status
INC	INC90	R20680	System functionality/ Incomplete Submissions	If any part of a Non-Annual Submission (except New Institution or Merger/Change in Ownership) is marked Incomplete, the system will send an e-mail notification to the Institution's President to notify them of the Submission's status
INC	INC91	R20680	System functionality/ Incomplete Submissions	If any part of a Non-Annual Submission (except New Institution or Merger/Change in Ownership) is marked Incomplete, the system will send an e-mail notification to the Institution's FAA to notify them of the Submission's status
INC	INC92	R20680	System functionality/ Incomplete Submissions	If any part of a Non-Annual Submission is marked Incomplete, the system will send an e-mail notification to the appropriate e-mail address contact (either FS or CA) provided with the submission to notify them of the Submission's status
INC	INC93	R20681	System functionality/ Incomplete Submissions	For a school group member submission marked Incomplete, the system will send e-mail notifications to the individual institution contact e-mail addresses
INC	INC94	R20681	System functionality/ Incomplete Submissions	For a school group member submission marked Incomplete, the system will send e-mail notifications to the Locator school's Financial Statements contact e-mail address
INC	INC95	R20683	System functionality/ Incomplete Submissions	All Incomplete notification e-mails sent by the system will be carbon copied to the eZ-Audit mailbox
INC	INC96	R20638	System functionality/ Incomplete Submissions	If a submission is marked incomplete and an incomplete letter is posted, the system will send an email notification to the appropriate Institution contacts
INC	INC97	R20638	System functionality/ Incomplete Submissions	If a submission is marked incomplete and an incomplete letter is posted AND a resubmission has not been sent to ED after 15 days of the Incomplete letter being posted, the system will send a second email notification to the appropriate Institution contacts
INC	INC98	R20638	System functionality/ Incomplete Submissions	If a submission is marked incomplete and an incomplete letter is posted AND a resubmission has not been sent to ED after 30 days of the Incomplete letter being posted, the system will send a third and FINAL email notification to the appropriate Institution contacts
INC	INC99	R20692	System functionality/ Incomplete Submissions	If any portion of a school group submission is marked Incomplete, a notification that the submission is Incomplete will be displayed to all Schools in the group in Notifications on each home page.
INC	INC100	R20693	System functionality/ Incomplete Submissions	For school group submissions, the system will display an Incomplete grid showing which Institutions have submitted and which need to resubmit as a result of being marked Incomplete, after all submissions have been submitted and QC'd
INC	INC101	R20696	System functionality/ Incomplete Submissions	The Incomplete Letter will display text stating that a resubmission is due within "15 calendar" days from the date of the Letter
INC	INC102	R20697	System functionality/ Incomplete Submissions	The Incomplete Letter will contain text referencing the "Submission Type" of the Incomplete Submission relating to the letter
INC	INC103	R20697	System functionality/ Incomplete Submissions	The Incomplete Letter will contain text referencing the "FYE" of the Incomplete Submission relating to the letter WHEN APPLICABLE
INC	INC104	R20697	System functionality/ Incomplete Submissions	The Incomplete Letter will contain text referencing the "Submit Date/Time" of the Incomplete Submission relating to the letter
INC	INC105	R20210	System functionality/ Incomplete Submissions	The first e-mail notification will contain text informing the recipient that the notification is the first notice sent and to view the full Incomplete Letter in eZ-Audit
INC	INC106	R20210	System functionality/ Incomplete Submissions	The second e-mail notification will contain text informing the recipient that the notification is the second notice sent and to view the full Incomplete Letter in eZ-Audit
INC	INC107	R20210	System functionality/ Incomplete Submissions	The third e-mail notification will contain text informing the recipient that the notification is the final notice sent and to view the full Incomplete Letter in eZ-Audit
INC	INC108	R20210	System functionality/ Incomplete Submissions	The third e-mail notification will contain text informing the recipient that failure to resubmit will cause referral to case for further review
INC	INC109	R20724	System functionality/ Incomplete Submissions	System will display a "Contact Information grid" on the Incomplete Letter.
NAV	NAV01	R20282	Left navigation link	The user has the ability to access other Resolution options when viewing the Manage Auditor Info page. This will be done via a left navigation which should provide links that return the webpage of the selected Resolution option.
NONANN	NONAN01	R20283	Initial Submission Page Display / System Functionality	The Initial Submission Page will contain a required field to indicate an Institution's Fiscal Year End

Area	Condition ID	Requirement #	Event Description	Test Condition Description
NONANN	NONAN02	R20283	Reinstatement Submission Page Display / System Functionality	The Reinstatement Submission Page will contain a required field to indicate an Institution's Fiscal Year End
NONANN	NONAN03	R20284	Initial Submission / School User	The system will update a School FYE when entered on Initial Submission page and Initial Submission has been resolved
NONANN	NONAN04	R20284	Reinstatement Submission / School User	The system will update a School FYE when entered on Reinstatement Submission page and Reinstatement Submission has been resolved
QC	QC01	R20285	QC Queue Page Display/ System Functionality	On the QC Queue Page Display, submissions to be QC'd will be separated into submissions that must be completed and submissions where the QC must be submitted by an approver
QC	QC02	R20623	QC User / QC Submission	A QC User may submit a QC form without answering all required field if the answer to "Are all attached PDFs viewable?" is no
QC	QC03	R20623	QC User / QC Submission	A QC User must complete all required fields if the answer to "Are all attached PDFs viewable?" is Yes before submitting
QC	QC04	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, only one Financial Statement will appear in the QC Queue
QC	QC05	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, multiple Compliance Audits may appear in the QC Queue
RES	RES01	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is a Resubmission, a column labeled "Resubmission Date" will appear stating the date of the Resubmission
RES	RES02	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is NOT a Resubmission, a column labeled "Resubmission Date" will NOT appear
SG	SG01	R20287	QC/ System Functionality	After all records of a C/UC Group Submission have been QC'd, if any records are marked "Incomplete," the entire submission will be set to Incomplete
SG	SG02	R20289	School Group/System Functionality	The system will appropriate calculate Due Dates for School Groups marked Two Year
SG	SG03	R20288	Case User/ Submission Review	Case Users have access to all related attachments when reviewing any portion of a C/UC Submission
SG	SG04	R20290	School Group User/ Financial Statement Page Display	For C/C Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG	SG05	R20290	School Group User/ Financial Statement Page Display	As per SG04, the schools will be organized by OPEID
SG	SG06	R20290	School Group User/ Financial Statement Page Display	For C/UC Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG	SG07	R20290	School Group User/ Financial Statement Page Display	As per SG06, the schools will be organized by OPEID
SG	SG08	R20291	School Group User/ Financial Statement Page Display	For C/C School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG09	R20291	School Group User/ Financial Statement Page Display	For C/UC School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG10	R20291	School Group User/ Compliance Audit Page Display	For C/C School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG11	R20291	School Group User/ Compliance Audit Page Display	For C/UC School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG	SG12	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Financial Statements page
SG	SG13	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will NOT have write-access to the Financial Statements page
SG	SG14	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG	SG15	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG	SG16	R20294	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Compliance Audit page to complete Compliance Audits for all schools in the Group
SG	SG17	R20295	School Group User/ Annual Submission Entry	A C/UC Locator School will be required to complete Checklist items for the Consolidated Financial Statements
SG	SG18	R20295	School Group User/ Annual Submission Entry	A C/UC Member School will be required to complete Checklist items for the Consolidated Financial Statements
SG	SG19	R20296	School Group User/ Annual Submission Entry	Each school in a C/UC School Group will have the ability to complete checklist items for their portion of the Compliance Audit
SG	SG20	R20297	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to complete Compliance Audit checklist items for all schools
SG	SG21	R20298	School Group User/ Annual Submission Entry	Only a Locator school in a C/UC School Group may upload a Consolidated Financial Statement

Area	Condition ID	Requirement #	Event Description	Test Condition Description
SG	SG22	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload a Compliance Audit for itself
SG	SG23	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload Compliance Audits for Member Schools by OPEID
SG	SG24	R20300	School Group User/ Annual Submission Entry	A Member school in a C/UC School Group will have the ability to upload its own Compliance Audit
SG	SG25	R20301	School Group User/ Annual Submission Entry	An Annual School Group Submission for a C/UC School Group will be submitted to ED once the Consolidated Financial Statement and all Compliance Audits (Locator&Member) have been submitted
SG	SG26	R20302	School Group User/ Annual Submission Entry	Once a C/UC Locator has submitted its Financial Statement and Compliance Audit, a notification will be posted on its Institution Home Page listing any Member Schools in the group who have not yet submitted a Compliance Audit
SG	SG27	R20303	School Group / System Functionality	A separate ACN will be assigned to each Compliance Audit in a C/UC School Group
SG	SG28	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/UC School Group upon login, and will display the appropriate submission pages
SG	SG29	R20304	School Group / System Functionality	The system will recognize an Institution as a Member of a C/UC School Group upon login and will display the appropriate submission pages
SG	SG30	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/C School Group upon login, and will display the appropriate submission pages
SG	SG31	R20305	School Group / System Functionality	C/UC Financial Statements will be routed to a Case Team/Co-Team Leader based on the Locator School's Team
SG	SG32	R20306	School Group / System Functionality	C/UC Compliance Audits will be routed to Case Teams/Co-Team Leader based on the School
SG	SG33	R20307	School Group / System Functionality	There will be no reference to School Groups on any Financial Statement Submission Pages for non-School Group users
SG	SG34	R20307	School Group / System Functionality	There will be no reference to School Groups on any Compliance Audit Submission Pages for non-School Group users
SG	SG35	R20308	School Group / System Functionality	For School Groups, Financial Statement Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG	SG36	R20308	School Group / System Functionality	For School Groups, Compliance Audit Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG	SG37	R20309	School Group / System Functionality	A Locator School will have an indicator on its Institution Home Page indicating that it is a Locator School
SG	SG38	R20310	School Group / System Functionality	For a Locator School, a grid will be displayed on the Submit Page containing all schools in the group, so that the Locator School may indicate which schools it is submitting for
SG	SG39	R20311	School Group / System Functionality	The system will display a notification on the Compliance Audit Info Page to inform a Locator School user which Compliance Audit record is active
SG	SG40	R20312	School Group / System Functionality	On the Compliance Audit Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG	SG41	R20312	School Group / System Functionality	On the Financial Statement Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG	SG42	R20313	School Group / System Functionality	On the Submit Page for School Groups, the grid that is displayed for a Locator School will include a "Select All" option
SG	SG43	R20314	School Group / System Functionality	Once a C/UC Member School has submitted its Compliance Audit, a notification will be posted on its Institution Home Page stating that their portion of the Annual Submission has been "completed"
SG	SG44	R20315	School Group / System Functionality	For a Locator School, the Annual Submission link will continue to be displayed on its Home Page until all Member School and Locator School Submissions have been submitted
SG	SG45	R20624	School Group / System Functionality	For Locator Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
SG	SG46	R20624	School Group / System Functionality	For Member Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
SG	SG47	R20462	System functionality / School Group Submission Resolution	A read-only field "School Group Name" will appear on the submission pages (Submission Summary, Financial Statements, Compliance Audit, Completeness Checklist, Upload, FS QC, FS CA, etc. WHERE APPLICABLE) of a School Group submission when viewed by a Case User in Resolution view
SG	SG48	R20462	System functionality / School Group Submission Resolution	"School Group Name" will appear at the top of the page, below the "OPEID" field and next to the "FYE" field
SG	SG49	R20632	System functionality / School Group Submission Summary Page Display	A link labeled "School Group Assignments" will appear on the Submission Summary Page of a School Group Submission
SG	SG50	R20632	System functionality / School Group Submission Summary Page Display	The "School Group Assignments" link will link to the School Group Assignments page

Area	Condition ID	Requirement #	Event Description	Test Condition Description
SG	SG51	R20632	System functionality / School Group Assignments Page Display	The School Group Assignments page will contain a grid showing all the Institutions in the Group, listing School Name, OPEID, location, the name of the Case User assigned to the submission, and the Case Team of the Case User assigned
SG	SG52	R20635	System functionality / School Group Reports Page Display	All School Group Reports will contain a column labeled "School Group Name"
SG	SG53	R20635	System functionality / School Group Reports Page Display	"School Group Name" will replace "School Group #" on reports
SG	SG54	R20635	System functionality / School Group Reports Page Display	"School Group #" will no longer appear on School Group Reports
SG	SG55	R20635	System functionality / School Group Reports Page Display	"School Group Name" data will be pulled from PEPS
SG	SG56	R20457	System functionality/ School Group Submission Quality Control	If a School Group submission is marked Incomplete, the system will only require the Institutions with Incomplete submissions to resubmit
SG	SG57	R20457	System functionality/ School Group Submission Quality Control	If a School Group submission is marked Incomplete, the system will not require other Institutions with complete submissions to resubmit
WORKFLOW	WF01	R20338	Workflow/Compliance Audit	As soon as a Compliance Audit record is marked "Complete" in QC then the system will immediately move that record from the QC queue to the Screener queue. This action will take place regardless of whether the corresponding Financial Statements have been QC'd.
WORKFLOW	WF02	R20339	Workflow/Financial Statement	The system will place Financial Statements into a holding area after being QC'd until the corresponding Compliance Audit(s) has had its findings coded.
WORKFLOW	WF03	R20339	Workflow/Co-Team Leader	The system will send a package containing the corresponding Financial Statement and Compliance Audit(s) to the Co-Team Leader. This submission will only occur after both the Compliance Audit(s) and Financial Statements have passed through Quality control.
Admin Stay	ADMIN01	R20678	Case User Search	The system will allow individual unconsolidated school group member submissions to be placed on admin stay
Admin Stay	ADMIN02	R20678	Case User Search	An individual unconsolidated school group member submission that is placed on admin stay will not result automatically result in other submissions of the school group being placed on admin stay
New INS	NewINS01	R20376	New Institution/Link	An institutional user will have the ability to select a "New Institution Submission" from the left navigation provided on the "Institution Home" page.
New INS	NewINS02	R20376	New Institution/Submission	An institutional user will have the ability to complete and submit a "New Institution" record through the eZ-Audit system.
New INS	NewINS03	R20376	New Institution/Case Recognition	A Case Management user will have the ability to access "New Institution" submissions. These submissions will NOT be referred to as "Initial Application Submissions" at any stage of the Case Management workflow.
New INS	NewINS04	R20395	Annual Submission Due Date	The system will capture a Fiscal Year End (FYE) date for a school from "New Institution" submissions or "Reinstatement" submissions if such a date does not currently exist for that institution.
New INS	NewINS05	R20395	Annual Submission Due Date	The system will be able to determine the due date of Annual Submissions from calculating the amount of time the school has existed in the eZ-Audit system. The FYE date and the PPA execution date will determine the amount of time an institution has existed in the system.
New INS	NewINS06	R20395	Annual Submission Due Date	The system will be provide an Annual Submission link to institutions after their first FYE date has past since the PPA execution date.
New INS	NewINS07	R20625	Required Info/First Annual Submission	The system will require schools existing in the system for more than (one or six) months to submit Financial Statement and Compliance Audit information with their first Annual Submission.
New INS	NewINS08	R20626	Required Info/First Annual Submission	The system will require schools existing in the system for less than (one or six) months to submit only Financial Statement information with their first Annual Submission.
New INS	NewINS09	R20626	A-133 Annual Submission Due Date/Less than 6 months	The system will establish a due date for all Non-profit and Public institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
New INS	NewINS10	R20625	A-133 Annual Submission Due Date/More than 6 months	The system will establish a due date for all Non-profit and Public institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
New INS	NewINS11	R20626	Proprietary Annual Submission Due Date/Less than 6 months	The system will establish a due date for all Proprietary institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
New INS	NewINS12	R20625	Proprietary Annual Submission Due Date/More than 6 months	The system will establish a due date for all Proprietary institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
INS	INS01	R20647	Submit page	The system will provide the following language on the Submit page for all institution and submission types: "If you do not have the Submit To ED button, Submitter is not indicated as one of your user roles. Please see the Manage Users Section of Help".

Area	Condition ID	Requirement #	Event Description	Test Condition Description
INS	INS02	R20694	Contact Info/Merger-CIO page	An institutional user will have the ability to access and complete a Merger/Change in Ownership through the eZ-Audit system.
INS	INS03	R20694	Contact Info/Merger-CIO page	An institutional user will have the ability to enter contact information pertaining to Financial Statements when completing a Merger/CIO submission.
INS	INS04	R20694	Contact Info/Merger-CIO page	The system will require an institutional user to enter a contact "Name" and a valid (entry containing '@' and '.' characters) "Email" address when completing a Merger/CIO submission.
INS	INS05	R20695	Resubmission Access/Incomplete Letter viewing	The system will NOT provide "Resubmit" links and templates for submission marked "Incomplete" to the user until the system can verify that the incomplete letter was viewed. The system should be able to verify when a user has selected the link to view the "Incomplete Letter Report".
INS	INS06	R20713	Checklist	On the "Completeness Checklist" page for Annual Submissions, the user will have the ability to enter contact information (Name, Email and Phone Number). This information will pertain to Compliance Audit and Financial Statement information.
INS	INS07	R20391	Checklist	The user will have the ability to select a "same" function in the Contact Information section of the "Completeness Checklist" page for Annual Submissions. When this function is selected, the system will copy the information provided in the Financial Statement section into the Compliance Audit section.
INS	INS08	R20391	Checklist	The user will have the ability to edit the text that was copied into the Compliance Audit Contact information section of the "Completeness Checklist" when the "same" function has been executed.
INS	INS09	R20391	Checklist	The system will require an institutional user to enter a contact "Name" and a valid (entry containing '@' and '.' characters) "Email" address for all information covered in the submission.
INS	INS10	R20642	Multiple Submissions/Correspondence log	The system will have the ability to capture a "submission date" with each record submitted in the eZ-Audit system in the Correspondence log. This includes annual and non-annual submissions.
INS	INS11	R20684	Resubmissions/Correspondence log	The system will have the ability to cover multiple submissions in the event of a resubmission in the correspondence log. For resubmission Correspondence logs, all entries contained in the original incomplete submission log will be copied over. The system will display a date for both the submission and for the resubmission record.
INS	INS12	R20725	Historical Submissions/Institution	The system will have the ability to display eZ-Audit submissions in the version of the screen that they were submitted in.
INS	INS13	R20726	Historical Submissions/Case	The system will have the ability to display the appropriate QC values that corresponds to the version of screens a submission is created in.
PEPS	PEPS01	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to School Name from PEPS
PEPS	PEPS02	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to Two Year from PEPS
PEPS	PEPS03	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to Consolidation Indicator (Group Type) from PEPS
PEPS	PEPS04	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to Locator Indicator (Group Type) from PEPS
RES Audit	RES AUDIT01	R20452	Case User / Submission Resolution	The system will allow a Resolution User to create multiple ACDs for one Compliance Audit
RES Audit	RES AUDIT02	R20453	Case User / Submission Resolution	The system will allow a Resolution User to create multiple DDIFs for one Compliance Audit
RES Audit	RES AUDIT03	R20685	Case User / Submission Resolution	The system will allow any Resolution User to create an unlimited number of ACD amendments for one Compliance Audit
RES Audit	RES AUDIT04	R20685	Case User / Submission Resolution	The system will allow any Resolution User to create an unlimited number of DDIF amendments for one Compliance Audit
RES Audit	RES AUDIT05	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access all amended versions of an ACD
RES Audit	RES AUDIT06	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access the original version of an ACD
RES Audit	RES AUDIT07	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access all amended versions of a DDIF
RES Audit	RES AUDIT08	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access the original version of a DDIF
RES Audit	RES AUDIT09	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for original ACDs
RES Audit	RES AUDIT10	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for amended ACDs
RES Audit	RES AUDIT11	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for original DDIFs
RES Audit	RES AUDIT12	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for amended DDIFs
RES Audit	RES AUDIT13	R20688	Case User / Submission Resolution	The system will allow Case Users to create amended ACDs only after an original Audit Package has been archived
RES Audit	RES AUDIT14	R20688	Case User / Submission Resolution	The system will allow Case Users to create amended DDIFs only after an original Audit Package has been archived

2.0 by Area

Area	Condition ID	Requirement #	Event Description	Test Condition Description
RES Audit	RES AUDIT15	R20689	Case User / Submission Resolution	The system will require an amended audit Resolution Package to be sent to the Co-Team Lead for approval before being archived
RES Audit	RES AUDIT15	R20689	Case User / Submission Resolution	The system will require an amended audit Resolution Package to be sent to the Co-Team Lead for approval before being archived
RES Audit	RES AUDIT16	R20689	Case User / Submission Resolution	The system will require an amended ACD and an amended DDIF to be created before the amended audit Resolution Package can be sent to the Co-Team Lead
RES Audit	RES AUDIT16	R20689	Case User / Submission Resolution	The system will require an amended ACD and an amended DDIF to be created before the amended audit Resolution Package can be sent to the Co-Team Lead
RES Audit	RES AUDIT17	R20686	Case User / Submission Resolution	Once amended version of an ACD has been created, the system will display an ACD History page containing all versions of the ACD
RES Audit	RES AUDIT18	R20686	Case User / Submission Resolution	Case Users will have access to all amended and original ACD versions from the ACD History Page
RES Audit	RES AUDIT19	R20686	Case User / Submission Resolution	Once amended version of a DDIF has been created, the system will display an DDIF History page containing all versions of the ACD
RES Audit	RES AUDIT20	R20686	Case User / Submission Resolution	Case Users will have access to all amended and original DDIF versions from the DDIF History Page
RES CTL	RES CTL01	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Institution Name
RES CTL	RES CTL02	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Record Type
RES CTL	RES CTL03	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Submission Type
RES CTL	RES CTL04	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues chronologically by Most Recent Submission submitted
RES CTL	RES CTL05	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues chronologically by Oldest Submission submitted
RES CTL	RES CTL06	R20649	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue by Assignee on the Team Queue page
RES CTL	RES CTL07	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue alphabetically by Institution Name on the Team Queue Page
RES CTL	RES CTL08	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue alphabetically by Record Type on the Team Queue Page
RES CTL	RES CTL09	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue alphabetically by Submission Type on the Team Queue Page
RES CTL	RES CTL10	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue chronologically by Most Recent Submission submitted on the Team Queue Page
RES CTL	RES CTL11	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue chronologically by Oldest Submission submitted on the Team Queue Page
RES Waiver	RES WAIVER01	R20479	System functionality / WavierExemption Page Display	The "Rescind" field will require a date in the format mm/dd/yyyy
RES Waiver	RES WAIVER02	R20479	System functionality / WavierExemption Page Display	The system will provide a field on the Waiver/Exemption page labeled "Rescind"
RES Waiver	RES WAIVER03	R20478	System functionality / WavierExemption Page Display	The Waiver page will no longer have fields for "Expired"
RES Waiver	RES WAIVER04	R20479	System functionality / WaiverExemption Resolution	If a Case User chooses to rescind a Waiver, the system will display a link on the Institution's Home page to the oldest Annual submission covered by the Waiver
RES Waiver	RES WAIVER05	R20479	System functionality / WaiverExemption Resolution	If a Case User chooses to rescind an Exemption, the system will allow an Institution to submit Compliance Audit information in the next Annual Submission due Home
RES Waiver	RES WAIVER06	R20477	System functionality / WavierExemption Page Display	The "Rescind" field will replace the field currently labeled "Withdrawn"
Stub	Stub01	R20644	Stub Audit	An institutional user will have the ability to access and complete a Stub Audit through the eZ-Audit system.
Stub	Stub02	R20644	Stub Audit/Deletion of Financial Statements	The system will only require Compliance Audit information (including attachments) from an institutional user completing a Stub Audit. The user will NOT have access to Financial Statement templates and will NOT have the ability to upload Financial Statement information.
Stub	Stub03	R20644	Stub Audit/Deletion of Financial Statements	Submitted Stub Audit Submissions will be handled as one record, Compliance Audit, on the case side of the eZ-Audit system. A FS Stub Audit record will NOT exist in the eZ-Audit system.
Search	Search01	R20664	Search by/Completeness Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Completeness Indicator" on the "Search" page.

Area	Condition ID	Requirement #	Event Description	Test Condition Description
Search	Search02	R20664	Search by/Completeness Indicator	The search criteria, "Completeness Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Pending Screener Review", "Complete", "Incomplete -Awaiting Resubmission", and "Incomplete-Resubmitted".
Search	Search03	R20470	Search results/Completeness Indicator	The system will display the "Completeness Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search	Search04	R20470	Search results/Completeness Indicator	The system will have the capability to display all the possibly search criteria for "Completeness Indicator" in the results table on the "Search" page. The criteria options are "Pending Screener Review", "Complete", "Incomplete -Awaiting Resubmission", and "Incomplete-Resubmitted".
Search	Search05	R20662	Search by/Submission Status	A FSA user will have the ability to search the eZ-Audit system via a "Submission Status" on the "Search" page.
Search	Search06	R20662	Search by/Submission Status	The search criteria, "Submission Status", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Screener Queue", "CTL Queue-Pending Assignment", "Analyst Queue", "CTL Queue-Pending Approval", "Analyst Queue-Post Approval", and "Archived".
Search	Search07	R20469	Search results/Submission Status	The system will display the "Submission Status" in the results table on the "Search" page after the search functionality has been executed.
Search	Search08	R20641	Search results/Submission Status	The system will have the capability to display all the possibly search criteria for "Submission Status" in the results table on the "Search" page. The criteria options are "Screener Queue", "CTL Queue-Pending Assignment", "Analyst Queue", "CTL Queue-Pending Approval", "Analyst Queue-Post Approval", and "Archived".
Search	Search09	R20666	Search by/Deficiency Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Deficiency Indicator" on the "Search" page.
Search	Search10	R20666	Search by/Deficiency Indicator	The search criteria, "Deficiency Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "No findings", "Deficient", and "Minor (Insignificant)".
Search	Search11	R20665	Search results/Deficiency Indicator	The system will display the "Deficiency Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search	Search12	R20665	Search results/Deficiency Indicator	The system will have the capability to display all the possibly search criteria for "Deficiency Indicator" in the results table on the "Search" page. The criteria options are "No findings", "Deficient", and "Minor (Insignificant)".
Search	Search13	R20668	Search by/Submission Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Submission Indicator" on the "Search" page.
Search	Search14	R20668	Search by/Submission Indicator	The search criteria, "Submission Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Original", and "Resubmission".
Search	Search15	R20667	Search by/Submission Indicator	The system will display the "Submission Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search	Search16	R20667	Search by/Submission Indicator	The system will have the capability to display all the possibly search criteria for "Submission Indicator" in the results table on the "Search" page. The criteria options are "Original", and "Resubmission".
Search	Search17	R20670	Search by/Flagged Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Flagged Indicator" on the "Search" page.
Search	Search18	R20670	Search by/Flagged Indicator	The search criteria, "Flagged Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Flagged", and "Non-Flagged".
Search	Search19	R20669	Search results/Flagged Indicator	The system will display the "Flagged Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search	Search20	R20669	Search results/Flagged Indicator	The system will have the capability to display all the possibly search criteria for "Flagged Indicator" in the results table on the "Search" page. The criteria options are "Flagged", and "Non-Flagged".
Search	Search21	R20663	Search by/Submission Date	A FSA user will have the ability to search the eZ-Audit system via a "Submission Date" on the "Search" page.
Search	Search22	R20663	Search by/Submission Date	The search criteria, "Submission Date", provided on the "Search" page of the eZ-Audit system will allow the FSA user to enter a date range. The system will provide "From" and "To" data entry fields that provide the user means to enter a month, day and year.
Search	Search23	R20663	Search by/Submission Date	The system will only allow the user to input two characters into the "Submission Date" month and day data entry fields. The system will allow the user to input four characters into the year textbox. This applies to both the "From" and "To" data entry fields that correspond to the "Submission Date" search criteria found on the "Search" page.
Search	Search24	R20663	Search by/Submission Date	The system default display for the "To" date corresponding to the "Submission Date" search criteria found on the "Search" page will be the current date. The user will have the ability to edit this date.
Search	Search25	R20468	Search results/Submission Date	The system will display the "Submission Date" in the results table on the "Search" page after the search functionality has been executed.
Search	Search26	R20662	Search results/System requirement	The system will require that at least one search criteria be utilized on the "Search" page to execute the search functionality. With one search criteria selected, a search will be performed assuming the default search value for the remaining search criteria.
Sub	SUB01	R20377	System functionality / Quality Control	"Resubmission" will no longer appear as a reason for flagging on the Case side

Area	Condition ID	Requirement #	Event Description	Test Condition Description
Sub	SUB02	R20645	System functionality / Quality Control	"Change in Auditor" flag for Financial Statements will now reflect when an Institution has changed its auditor two consecutive years in a row
Sub	SUB03	R20645	System functionality / Quality Control	"Change in Auditor" flag will remain a reason for flagging in Financial Statements
Sub	SUB04	R20645	System functionality / Quality Control	If a School changes its Auditor for Financial Statements over two consecutive Annual Submissions, then the submission will be flagged with a "Change in Auditor" flag
Sub	SUB05	R20645	System functionality / Quality Control	"Change in Auditor" flag will not occur in Compliance Audit
Sub	SUB06	R20645	System functionality / Quality Control	If a Compliance Audit submission contains a "Change in Auditor," it will not be flagged for review
Resub	Resub01	R20420	Resubmission	The system will provide a resubmission template to institution users for previous submissions that were marked "Incomplete". The resubmission template will be identical to the original submission template and will be pre-populated with the original submission data. This applies to annual and non-annual submissions marked incomplete.
Resub	Resub02	R20420	Incomplete due to CA information/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to Compliance Audit Information data entry. The system will display the data in a read-only format.
Resub	Resub03	R20420	Incomplete due to CA information/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display editable information on the CA page that was captured in the original submission.
Resub	Resub04	R20420	Incomplete due to CA information/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display all items in a read-only format.
Resub	Resub05	R20420	Incomplete due to CA information/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted attachments on this page. The user will NOT have the ability to delete these attachments. They will also NOT have the ability to upload additional attachments.
Resub	Resub06	R20420	Incomplete due to FS information/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to Financial Statement Information data entry. The data displayed will be editable.
Resub	Resub07	R20420	Incomplete due to FS information/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display read-only information on the CA page that was captured in the original submission.
Resub	Resub08	R20420	Incomplete due to FS information/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display all items in a read-only format.
Resub	Resub09	R20420	Incomplete due to FS information/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted attachments on this page. The user will NOT have the ability to delete these attachments. They will also NOT have the ability to upload additional attachments.
Resub	Resub10	R20420	Incomplete due to FS attachment/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to a FS attachment (submission contained separate CA/FS attachments). The system will display the data in an editable format.
Resub	Resub11	R20420	Incomplete due to FS attachment/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display read-only information on the CA page that was captured in the original submission.
Resub	Resub12	R20420	Incomplete due to FS attachment/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display items that correspond to CA information on the Checklist page in a read-only format. The system will require data entry for items that involve FS information.
Resub	Resub13	R20420	Incomplete due to FS attachment/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted CA attachments on this page. The user will NOT have the ability to delete these attachments. The system will NOT display the FS attachments that were previously marked "Incomplete". The user will have the ability to upload an "Audited Financial Statement" attachment. The user will NOT have the ability to upload "Compliance Audit", "Corrective Action Plan", "Other" or "All" attachments.

2.0 by Area

Area	Condition ID	Requirement #	Event Description	Test Condition Description
Resub	Resub14	R20420	Incomplete due to FS attachment/Upload	The system will require an institutional user to upload an Audited Financial Statement attachment on the Upload page during resubmission. This requirement applies to the resubmission of records that were marked incomplete due to FS attachments.
Resub	Resub15	R20420	Incomplete due to CA attachment/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to a CA attachment (submission contained separate CA/FS attachments). The system will display the data in a read-only format.
Resub	Resub16	R20420	Incomplete due to CA attachment/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display editable information on the CA page that was captured in the original submission.
Resub	Resub17	R20420	Incomplete due to CA attachment/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display items that correspond to FS information on the Checklist page in a read-only format. The system will require data entry for items that involve Compliance Audit information.
Resub	Resub18	R20420	Incomplete due to CA attachment/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted FS attachments on this page. The user will NOT have the ability to delete these attachments. The system will NOT display the CA attachments that were previously marked "Incomplete". The user will have the ability to upload a "Compliance Audit" and "Corrective Action Plan" attachment. The user will NOT have the ability to upload "Audited Financial Statement", "Other" or "All" attachments.
Resub	Resub19	R20420	Incomplete due to CA attachment/Upload	The system will require an institutional user to upload a CA attachment on the Upload page during resubmission. This requirement applies to the resubmission of records that were marked incomplete due to CA attachments.
Resub	Resub20	R20420	Incomplete due to "All" attachment/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to an "All" attachment. The system will display the data in an editable format.
Resub	Resub21	R20420	Incomplete due to "All" attachment/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display editable information on the CA page that was captured in the original submission.
Resub	Resub22	R20420	Incomplete due to "All" attachment/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will require data entry for all items contained on the page.
Resub	Resub23	R20420	Incomplete due to "All" attachment/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will NOT list previously submitted attachments on this page. The user will have the ability to upload any attachment type.
Resub	Resub24	R20420	Incomplete due to "All" attachment/Upload	The system will require an institutional user to upload an attachment on the Upload page during resubmission. This requirement applies to the resubmission of records that were marked incomplete due to an "All" attachment.
Resub	Resub25	R20421	Annual QC Workflow/Incomplete due to Data Entry	With resubmissions that are in response to submissions marked incomplete due to Data entry, the system will only send the incomplete record to Quality control. Only the editable portion of the resubmission template, either CA or FS information, will have to be QC'd. The original portion of the annual submission that was marked complete will remain in a holding state and continue with Case Management workflow once its corresponding record has been QC'd.
Resub	Resub26	R20421	Annual QC Workflow/Incomplete due to Specific Attachment	With resubmissions that are in response to submissions with multiple attachments marked incomplete due to an attachment, the system will only send the incomplete record to Quality control. Only the editable portion of the resubmission template, either CA or FS information, will have to be QC'd. The original portion of the annual submission that was marked complete will remain in a holding state and continue with Case Management workflow once its corresponding record has been QC'd.
Resub	Resub27	R20421	Annual QC Workflow/Incomplete due to "All" Attachment	With resubmissions that are in response to submissions with an incomplete "All" attachment, the system will send the entire record to Quality control. Both the CA and FS record will have to be QC'd again.
Resub	Resub28	R20421	Non-Annual QC Workflow	With resubmissions that are in response to non-annual submissions, the system will send the entire record to Quality control. The entire record will have to be QC'd again.

Condition ID	Requirement #	Event Description	Test Condition Description
INC01	R20198	Incomplete Letter Report/All users	The user has the ability to access the "Home" page of the eZ-Audit system after they have previously made a submission that was deemed incomplete. The status of the previous submission will be displayed in the Notification section of the "Home" page. The user will be notified that there previous submission has been determined to be incomplete. Along with the notification of the status of the submission the system will diplay to the user that a "Incomplete Letter Report" has been posted for their Institution.
INC02	R20197	Incomplete Letter Report/All users	The user will have the ability to view the Notifications section of the "Home" page. When a previous incomplete submission from the user's institution has been made, the system will provide a notification that states that an incomplete letter report has been posted for that institution. In this notification a link, "Incomplete Letter Report", will be provided to the user. Once selected, the system will return a read-only view of the incomplete letter.
INC03	R20209	Resubmission/All users and submission types	The user will have the ability to resubmit a previous submission that was deemed incomplete by the eZ-Audit system. The resubmission option is available for all users and for all submission types.
INC04	R20209	Resubmission/All users and annual submissions	The user will have the ability to resubmit an annual submission via a "Resubmit your FYE [MM/DD/YYYY] Submission" link provided in the left navigation of the "Home" page of the eZ-Audit system. This link will be in place of the "Create…" link option that is apart of the original configuration of the "Home" page.
INC05	R20209	Resubmission/All users and annual submissions	The user has the ability to select the "Resubmit your…." link provided in the left navigatoin of the "Home" page. Once the link has been selected, the system will repopulate the annual submission with the data that was originally submitted.
INC06	R20209	Resubmission/All users and non-annual submissions	The user will have the ability to resubmit an incomplete non-annual submission(stub, closeout, reinstatement, merger/CIO, intial). This capability will be provided via a "Resubmit......Submission" link located in the left navigation of the "Home" page of the eZ-Audit system. This link will be provided along with the "Create…" link options for the non-annual submission types.
INC07	R20209	Resubmission/All users and non-annual submissions	The user has the ability to select the "Resubmit…." link provided in the left navigatoin of the "Home" page. Once the link has been selected, the system will repopulate the non-annual submission with the data that was originally submitted.

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Condition ID	Requirement #	Event Description	Test Condition Description
Search01	R20664	Search by/Completeness Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Completeness Indicator" on the "Search" page.
Search02	R20664	Search by/Completeness Indicator	The search criteria, "Completeness Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Pending Screener Review", "Complete", "Incomplete -Awaiting Resubmission", and "Incomplete-Resubmitted".
Search03	R20470	Search results/Completeness Indicator	The system will display the "Completeness Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search04	R20470	Search results/Completeness Indicator	The system will have the capability to display all the possibly search criteria for "Completeness Indicator" in the results table on the "Search" page. The criteria options are "Pending Screener Review", "Complete", "Incomplete -Awaiting Resubmission", and "Incomplete-Resubmitted".
Search05	R20662	Search by/Submission Status	A FSA user will have the ability to search the eZ-Audit system via a "Submission Status" on the "Search" page.
Search06	R20662	Search by/Submission Status	The search criteria, "Submission Status", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Screener Queue", "CTL Queue-Pending Assignment", "Analyst Queue", "CTL Queue-Pending Approval", "Analyst Queue-Post Approval", and "Archived".
Search07	R20469	Search results/Submission Status	The system will display the "Submission Status" in the results table on the "Search" page after the search functionality has been executed.
Search08	R20641	Search results/Submission Status	The system will have the capability to display all the possibly search criteria for "Submission Status" in the results table on the "Search" page. The criteria options are "Screener Queue", "CTL Queue-Pending Assignment", "Analyst Queue", "CTL Queue-Pending Approval", "Analyst Queue-Post Approval", and "Archived".
Search09	R20666	Search by/Deficiency Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Deficiency Indicator" on the "Search" page.
Search10	R20666	Search by/Deficiency Indicator	The search criteria, "Deficiency Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "No findings", "Deficient", and "Minor (Insignificant)".
Search11	R20665	Search results/Deficiency Indicator	The system will display the "Deficiency Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search12	R20665	Search results/Deficiency Indicator	The system will have the capability to display all the possibly search criteria for "Deficiency Indicator" in the results table on the "Search" page. The criteria options are "No findings", "Deficient", and "Minor (Insignificant)".
Search13	R20668	Search by/Submission Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Submission Indicator" on the "Search" page.
Search14	R20668	Search by/Submission Indicator	The search criteria, "Submission Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Original", and "Resubmission".
Search15	R20667	Search by/Submission Indicator	The system will display the "Submission Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search16	R20667	Search by/Submission Indicator	The system will have the capability to display all the possibly search criteria for "Submission Indicator" in the results table on the "Search" page. The criteria options are "Original", and "Resubmission".
Search17	R20670	Search by/Flagged Indicator	A FSA user will have the ability to search the eZ-Audit system via a "Flagged Indicator" on the "Search" page.
Search18	R20670	Search by/Flagged Indicator	The search criteria, "Flagged Indicator", provided on the "Search" page of the eZ-Audit system will contain the following search options: "All" (default), "Flagged", and "Non-Flagged".
Search19	R20669	Search results/Flagged Indicator	The system will display the "Flagged Indicator" in the results table on the "Search" page after the search functionality has been executed.
Search20	R20669	Search results/Flagged Indicator	The system will have the capability to display all the possibly search criteria for "Flagged Indicator" in the results table on the "Search" page. The criteria options are "Flagged", and "Non-Flagged".
Search21	R20663	Search by/Submission Date	A FSA user will have the ability to search the eZ-Audit system via a "Submission Date" on the "Search" page.
Search22	R20663	Search by/Submission Date	The search criteria, "Submission Date", provided on the "Search" page of the eZ-Audit system will allow the FSA user to enter a date range. The system will provide "From" and "To" data entry fields that provide the user means to enter a month, day and year.
Search23	R20663	Search by/Submission Date	The system will only allow the user to input two characters into the "Submission Date" month and day data entry fields. The system will allow the user to input four characters into the year textbox. This applies to both the "From" and "To" data entry fields that correspond to the "Submission Date" search criteria found on the "Search" page.
Search24	R20663	Search by/Submission Date	The system default display for the "To" date corresponding to the "Submission Date" search criteria found on the "Search" page will be the current date. The user will have the ability to edit this date.
Search25	R20468	Search results/Submission Date	The system will display the "Submission Date" in the results table on the "Search" page after the search functionality has been executed.

Search26		Search results/System requirement	The system will require that at least one search criteria be utilized on the "Search" page to execute the search functionality. With one search criteria selected, a search will be performed assuming the default search value for the remaining search criterias.
ADMIN01	R20678	Case User Search	The system will allow individual unconsolidated school group member submissions to be placed on admin stay
ADMIN02	R20678	Case User Search	An individual unconsolidated school group member submission that is placed on admin stay will not result automatically result in other submissions of the school group being placed on admin stay
INC11	R20193	Case User/ Search	Submissions that are incomplete can be retrieved using the "Search" functionality
INC12	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will be view-only
INC13	R20194	Co-Team Leader User/ Search	Incomplete submissions found using "Search" will NOT be assignable
INC14	R20195	Search Results Page Display/Search	On the Search Results screen, Incomplete Submissions will be marked with an "Incomplete" Status in the Submission Status column
INC15	R20195	Submission Summary Page Display/System Functionality	On the Submission Summary Page, the Submission Status field at the top of the page will read "INCOMPLETE"

Condition ID	Requirement #	Event Description	Test Condition Description
SG52	R20635	System functionality / School Group Reports Page Display	All School Group Reports will contain a column labeled "School Group Name"
SG53	R20635	System functionality / School Group Reports Page Display	"School Group Name" will replace "School Group #" on reports
SG54	R20635	System functionality / School Group Reports Page Display	"School Group #" will no longer appear on School Group Reports
SG55	R20635	System functionality / School Group Reports Page Display	"School Group Name" data will be pulled from PEPS

Condition ID	Requirement #	Event Description	Test Condition Description
Stub01	R20644	Stub Audit	An institutional user will have the ability to access and complete a Stub Audit through the eZ-Audit system.
Stub02	R20644	Stub Audit/Deletion of Financial Statements	The system will only require Compliance Audit information (including attachments) from an institutional user completing a Stub Audit. The user will NOT have access to Financial Statement templates and will NOT have the ability to upload Financial Statement information.
Stub03		Stub Audit/Deletion of Financial Statements	Submitted Stub Audit Submissions will be handled as one record, Compliance Audit, on the case side of the eZ-Audit system. A FS Stub Audit record will NOT exist in the eZ-Audit system.
INS01	R20647	Submit page	The system will provide the following language on the Submit page for all institution and submission types: "If you do not have the Submit To ED button, Submitter is not indicated as one of your user roles. Please see the Manage Users Section of Help".
INS02	R20694	Contact Info/Merger-CIO page	An institutional user will have the ability to access and complete a Merger/Change in Ownership through the eZ-Audit system.
INS03	R20694	Contact Info/Merger-CIO page	An institutional user will have the ability to enter contact information pertaining to Financial Statements when completing a Merger/CIO submission.
INS04		Contact Info/Merger-CIO page	The system will require an institutional user to enter a contact "Name" and a valid (entry containing '@' and '.' characters) "Email" address when completing a Merger/CIO submission.
INS05	R20695	Resubmission Access/Incomplete Letter viewing	The system will NOT provide "Resubmit" links and templates for submission marked "Incomplete" to the user until the system can verify that the incomplete letter was viewed. The system should be able to verify when a user has selected the link to view the "Incomplete Letter Report".
INS06	R20713	Checklist	On the "Completeness Checklist" page for Annual Submissions, the user will have the ability to enter contact information (Name, Email and Phone Number). This information will pertain to Compliance Audit and Financial Statement information.
INS07	R20391	Checklist	The user will have the ability to select a "same" function in the Contact Information section of the "Completeness Checklist" page for Annual Submissions. When this function is selected, the system will copy the information provided in the Financial Statement section into the Compliance Audit section.
INS08	R20391	Checklist	The user will have the ability to edit the text that was copied into the Compliance Audit Contact information section of the "Completeness Checklist" when the "same" function has been executed.
INS09		Checklist	The system will require an institutional user to enter a contact "Name" and a valid (entry containing '@' and '.' characters) "Email" address for all information covered in the submission.
NewINS01	R20376	New Institution/Link	An institutional user will have the ability to select a "New Institution Submission" from the left navigation provided on the "Institution Home" page.
NewINS02	R20376	New Institution/Submission	An institutional user will have the ability to complete and submit a "New Institution" record through the eZ-Audit system.
NewINS03	R20376	New Institution/Case Recognition	A Case Management user will have the ability to access "New Institution" submissions. These submissions will NOT be refered to as "Initial Application Submissions" at any stage of the Case Management workflow.
NewINS04	R20395	Annual Submission Due Date	The system will capture a Fiscal Year End (FYE) date for a school from "New Institution" submissions or "Reinstatement" submissions if such a date does not currently exist for that institution.
NewINS05	R20395	Annual Submission Due Date	The system will be able to determine the due date of Annual Submissions from calculating the amount of time the school has existed in the eZ-Audit system. The FYE date and the PPA execution date will determine the amount of time an institution has existed in the system.
NewINS06	R20395	Annual Submission Due Date	The system will be provide an Annual Submission link to instutions after their first FYE date has past since the PPA execution date.
NewINS07	R20625	Required Info/First Annual Submission	The system will require schools existing in the system for more than (one or six) months to submit Financial Statement and Compliance Audit information with their first Annual Submission.
NewINS08	R20626	Required Info/First Annual Submission	The system will require schools existing in the system for less than (one or six) months to submit only Financial Statement information with their first Annual Submission.
NewINS09	R20626	A-133 Annual Submission Due Date/Less than 6 months	The system will establish a due date for all Non-profit and Public institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
NewINS10	R20625	A-133 Annual Submission Due Date/More than 6 months	The system will establish a due date for all Non-profit and Public institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.

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Condition ID	Requirement #	Event Description	Test Condition Description
NewINS11	R20626	Proprietary Annual Submission Due Date/Less than 6 months	The system will establish a due date for all Proprietary institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
NewINS12	R20625	Proprietary Annual Submission Due Date/More than 6 months	The system will establish a due date for all Proprietary institution Annual Submissions. The due date will be 9 months after the Fiscal Year End date.
Resub01	R20420	Resubmission	The system will provide a resubmission template to institution users for previous submissions that were marked "Incomplete". The resubmission template will be identical to the original submission template and will be pre-populated with the original submission data. This applies to annual and non-annual submissions marked incomplete.
Resub02	R20420	Incomplete due to CA information/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to Compliance Audit Information data entry. The system will display the data in a read-only format.
Resub03	R20420	Incomplete due to CA information/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display editable information on the CA page that was captured in the original submission.
Resub04	R20420	Incomplete due to CA information/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display all items in a read-only format.
Resub05	R20420	Incomplete due to CA information/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted attachments on this page. The user will NOT have the ability to delete these attachments. They will also NOT have the ability to upload additional attachments.
Resub06	R20420	Incomplete due to FS information/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to Financial Statement Information data entry. The data displayed will be editable.
Resub07	R20420	Incomplete due to FS information/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display read-only information on the CA page that was captured in the original submission.
Resub08	R20420	Incomplete due to FS information/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display all items in a read-only format.
Resub09	R20420	Incomplete due to FS information/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted attachments on this page. The user will NOT have the ability to delete these attachments. They will also NOT have the ability to upload additional attachments.
Resub10	R20420	Incomplete due to FS attachment/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to a FS attachment (submission contained separate CA/FS attachments). The system will display the data in an editable format.
Resub11	R20420	Incomplete due to FS attachment/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display read-only information on the CA page that was captured in the original submission.
Resub12	R20420	Incomplete due to FS attachment/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display items that correspond to CA information on the Checklist page in a read-only format. The system will require data entry for items that involve FS information.
Resub13	R20420	Incomplete due to FS attachment/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted CA attachments on this page. The user will NOT have the ability to delete these attachments. The system will NOT display the FS attachments that were previously marked "Incomplete". The user will have the ability to upload an "Audited Financial Statement" attachment. The user will NOT have the ability to upload "Compliance Audit", "Corrective Action Plan", "Other" or "All" attachments.

Condition ID	Requirement #	Event Description	Test Condition Description
Resub14	R20420	Incomplete due to FS attachment/Upload	The system will require an institutional user to upload an Audited Financial Statement attachment on the Upload page during resubmission. This requirement applies to the resubmission of records that were marked incomplete due to FS attachments.
Resub15	R20420	Incomplete due to CA attachment/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to a CA attachment (submission contained separate CA/FS attachments). The system will display the data in a read-only format.
Resub16	R20420	Incomplete due to CA attachment/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display editable information on the CA page that was captured in the original submission.
Resub17	R20420	Incomplete due to CA attachment/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will display items that correspond to FS information on the Checklist page in a read-only format. The system will require data entry for items that involve Compliance Audit information.
Resub18	R20420	Incomplete due to CA attachment/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will list the previously submitted FS attachments on this page. The user will NOT have the ability to delete these attachments. The system will NOT display the CA attachments that were previously marked "Incomplete" . The user will have the ability to upload a "Compliance Audit" and "Corrective Action Plan" attachment. The user will NOT have the ability to upload "Audited Financial Statement" , "Other" or "All" attachments.
Resub19	R20420	Incomplete due to CA attachment/Upload	The system will require an institutional user to upload a CA attachment on the Upload page during resubmission. This requirement applies to the resubmission of records that were marked incomplete due to CA attachments.
Resub20	R20420	Incomplete due to "All" attachment/FS information	An institutional user will have the ability to access the Financial Statement information page while resubmitting an annual submission. The system will display previously captured data for Financial Statement information (FS page, Statement of Financial Position and Statement of Activities) if a QC user marked the original submission "Incomplete" due to an "All" attachment. The system will display the data in an editble format.
Resub21	R20420	Incomplete due to "All" attachment/CA information	An institutional user will have the ability to access the Compliance Audit information page while resubmitting an annual submission. The system will display editable information on the CA page that was captured in the original submission.
Resub22	R20420	Incomplete due to "All" attachment/Checklist	An institutional user will have the ability to access the Completeness Checklist page while resubmitting an annual submission. The system will require data entry for all items contained on the page.
Resub23	R20420	Incomplete due to "All" attachment/Upload	An institutional user will have the ability to access the Upload page while resubmitting an annual submission. The system will NOT list previously submitted attachments on this page. The user will have the ability to upload any attachment type.
Resub24	R20420	Incomplete due to "All" attachment/Upload	The system will require an institutional user to upload an attachment on the Upload page during resubmission. This requirement applies to the resubmission of records that were marked incomplete due to an "All" attachment.
SUB01	R20377	System functionality / Quality Control	"Resubmission" will no longer appear as a reason for flagging on the Case side
SUB02	R20645	System functionality / Quality Control	"Change in Auditor" flag for Financial Statements will now reflect when an Institution has changed its auditor two consecutive years in a row
SUB03	R20645	System functionality / Quality Control	"Change in Auditor" flag will remain a reason for flagging in Financial Statements
SUB04	R20645	System functionality / Quality Control	If a School changes its Auditor for Financial Statements over two consecutive Annual Submissions, then the submission will be flagged with a "Change in Auditor" flag
SUB05	R20645	System functionality / Quality Control	"Change in Auditor" flag will not occur in Compliance Audit
SUB06	R20645	System functionality / Quality Control	If a Compliance Audit submission contains a "Change in Auditor," it will not be flagged for review
NONAN01	R20283	Initial Submission Page Display / System Functionality	The Initial Submission Page will contain a required field to indicate an Institution's Fiscal Year End

Condition ID	Requirement #	Event Description	Test Condition Description
NONAN02	R20283	Reinstatement Submission Page Display / System Functionality	The Reinstatement Submission Page will contain a required field to indicate an Institution's Fiscal Year End

Condition ID	Requirement #	Event Description	Test Condition Description
QC04	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, only one Financial Statement will appear in the QC Queue
QC05	R20337	QC Queue Page Display/ System Functionality	For a C/UC Annual Submission, multiple Compliance Audits may appear in the QC Queue
SG01	R20287	QC/ System Functionality	After all records of a C/UC Group Submission have been QC'd, if any records are marked "Incomplete," the entire submission will be set to Incomplete
SG02	R20289	School Group/System Functionality	The system will appropriate calculate Due Dates for School Groups marked Two Year
SG03	R20288	Case User/ Submission Review	Case Users have access to all related attachments when reviewing any portion of a C/UC Submission
SG04	R20290	School Group User/ Financial Statement Page Display	For C/C Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG05	R20290	School Group User/ Financial Statement Page Display	As per SG04, the schools will be organized by OPEID
SG06	R20290	School Group User/ Financial Statement Page Display	For C/UC Proprietary School Groups, the Financial Statement Data Page will include required 90/10 Revenue Attestation fields for each School in the Group
SG07	R20290	School Group User/ Financial Statement Page Display	As per SG06, the schools will be organized by OPEID
SG08	R20291	School Group User/ Financial Statement Page Display	For C/C School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG09	R20291	School Group User/ Financial Statement Page Display	For C/UC School Groups, text will be displayed on Financial Statement Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG10	R20291	School Group User/ Compliance Audit Page Display	For C/C School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG11	R20291	School Group User/ Compliance Audit Page Display	For C/UC School Groups, text will be displayed on Compliance Audit Submission Pages instructing schools to send an e-mail to the eZ-Audit Help Desk if school group information is incorrect
SG12	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Financial Statements page
SG13	R20292	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will NOT have write-access to the Financial Statements page
SG14	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG15	R20293	School Group User/ Annual Submission Entry	A Data Entry User for the Member School of a C/UC School Group will have write-access to their Compliance Audit page to complete their portion for the Annual Submission
SG16	R20294	School Group User/ Annual Submission Entry	A Data Entry User for the Locator School of a C/UC School Group will have write-access to the Compliance Audit page to complete Compliance Audits for all schools in the Group
SG17	R20295	School Group User/ Annual Submission Entry	A C/UC Locator School will be required to complete Checklist items for the Consolidated Financial Statements
SG18	R20295	School Group User/ Annual Submission Entry	A C/UC Member School will be required to complete Checklist items for the Consolidated Financial Statements
SG19	R20296	School Group User/ Annual Submission Entry	Each school in a C/UC School Group will have the ability to complete checklist items for their portion of the Compliance Audit
SG20	R20297	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to complete Compliance Audit checklist items for all schools
SG21	R20298	School Group User/ Annual Submission Entry	Only a Locator school in a C/UC School Group may upload a Consolidated Financial Statement
SG22	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload a Compliance Audit for itself
SG23	R20299	School Group User/ Annual Submission Entry	A Locator school in a C/UC School Group will have the ability to upload Compliance Audits for Member Schools by OPEID
SG24	R20300	School Group User/ Annual Submission Entry	A Member school in a C/UC School Group will have the ability to upload its own Compliance Audit
SG25	R20301	School Group User/ Annual Submission Entry	An Annual School Group Submission for a C/UC School Group will be submitted to ED once the Consolidated Financial Statement and all Compliance Audits (Locator&Member0 have been submitted
SG26	R20302	School Group User/ Annual Submission Entry	Once a C/UC Locator has submitted its Financial Statement and Compliance Audit, a notification will be posted on its Institution Home Page listing any Member Schools in the group who have not yet submitted a Compliance Audit
SG27	R20303	School Group / System Functionality	A separate ACN will be assigned to each Compliance Audit in a C/UC School Group

Condition ID	Requirement #	Event Description	Test Condition Description
SG28	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/UC School Group upon login, and will display the appropriate submission pages
SG29	R20304	School Group / System Functionality	The system will recognize an Institution as a Member of a C/UC School Group upon login, and will display the appropriate submission pages
SG30	R20304	School Group / System Functionality	The system will recognize an Institution as a Locator of a C/C School Group upon login, and will display the appropriate submission pages
SG31	R20305	School Group / System Functionality	C/UC Financial Statements wil be routed to a Case Team/Co-Team Leader based on the Locator School's Team
SG32	R20306	School Group / System Functionality	C/UC Compliance Audits will be routed to Case Teams/Co-Team Leader based on the School
SG33	R20307	School Group / System Functionality	There will be no reference to School Groups on any Financial Statement Submission Pages for non-School Group users
SG34	R20307	School Group / System Functionality	There will be no reference to School Groups on any Compliance Audit Submission Pages for non-School Group users
SG35	R20308	School Group / System Functionality	For School Groups, Financial Statement Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG36	R20308	School Group / System Functionality	For School Groups, Compliance Audit Submission Pages will contain text that states: "Our records indicate that this group contains the following OPEIDs?"
SG37	R20309	School Group / System Functionality	A Locator School will have an indicator on its Institution Home Page indicating that it is a Locator School
SG38	R20310	School Group / System Functionality	For a Locator School, a grid will be displayed on the Submit Page containing all schools in the group, so that the Locator School may indicate which schools it is submitting for
SG39	R20311	School Group / System Functionality	The system will display a notification on the Compliance Audit Info Page to inform a Locator School user which Compliance Audit record is active
SG40	R20312	School Group / System Functionality	On the Compliance Audit Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG41	R20312	School Group / System Functionality	On the Financial Statement Info Page, a table grid will be displayed containing all Schools in a Group and will include such information as City and State
SG42	R20313	School Group / System Functionality	On the Submit Page for School Groups, the grid that is displayed for a Locator School will include a "Select All" option
SG43	R20314	School Group / System Functionality	Once a C/UC Member School has submitted its Compliance Audit, a notification will be posted on its Institution Home Page stating that their portion of the Annual Submission has been "completed"
SG44	R20315	School Group / System Functionality	For a Locator School, the Annual Submission link will continue to be displayed on its Home Page until all Member School and Locator School Submissions have been submitted
SG45	R20624	School Group / System Functionality	For Locator Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
SG46	R20624	School Group / System Functionality	For Member Schools, the following text will be displayed on the Submit Page: "If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-Audit."
PEPS01	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to School Name from PEPS
PEPS02	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to Two Year from PEPS
PEPS03	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to Consolidation Indicator (Group Type) from PEPS
PEPS04	R20676	System functionality/ Systems Interface	The system will pull School Group information relating to Locator Indicator (Group Type) from PEPS

Condition ID	Requirement #	Event Description	Test Condition Description
CODE01	R20190	Screener User/View Submission	When viewing a submission, the left navigation bar will have a link to the Code Findings page

Condition ID	Requirement #	Event Description	Test Condition Description
CODE02	R20192	Co-Team Leader User/View Submission	When viewing a submission from the "Pending Assignment" queue, the Co-Team Lead will be able to access the "Code Findings" of the submission through a left navigation bar link
RES CTL01	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Institution Name
RES CTL02	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Record Type
RES CTL03	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Submission Type
RES CTL04	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues chronologically by Most Recent Submission submitted
RES CTL05	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues chronologically by Oldest Submission submitted

Condition ID	Requirement #	Event Description	Test Condition Description
RES CTL01	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Institution Name
RES CTL02	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Record Type
RES CTL03	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues alphabetically by Submission Type
RES CTL04	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues chronologically by Most Recent Submission submitted
RES CTL05	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort both Pending Assignment and Pending Approval queues chronologically by Oldest Submission submitted

Condition ID	Requirement #	Event Description	Test Condition Description
SG47	R20462	System functionality / School Group Submission Resolution	A read-only field "School Group Name" will appear on the submission pages (Submission Summary, Financial Statements, Compliance Audit, Completeness Checklist, Upload, FS QC, FS CA, etc. WHERE APPLICABLE) of a School Group submission when viewed by a Case User in Resolution view
SG48	R20462	System functionality / School Group Submission Resolution	"School Group Name" will appear at the top of the page, below the "OPEID" field and next to the "FYE" field
SG49	R20632	System functionality / School Group Submission Summary Page Display	A link labeled "School Group Assignments" will appear on the Submission Summary Page of a School Group Submission
SG50	R20632	System functionality / School Group Submission Summary Page Display	The "School Group Assignments" link will link to the School Group Assignments page
SG51	R20632	System functionality / School Group Assignments Page Display	The School Group Assignments page will contain a grid showing all the Institutions in the Group, listing School Name, OPEID, location, the name of the Case User assigned to the submission, and the Case Team of the Case User assigned
RES01	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is a Resubmission, a column labeled "Resubmission Date" will appear stating the date of the Resubmission
RES02	R20286	Submission Summary Page Display/ Resubmission	On the Submission Summary Page, if the Submission is NOT a Resubmission, a column labeled "Resubmission Date" will NOT appear
INC08	R20203	Incomplete Letter Viewing/Case Users	A Case User will have the ability to access "Submission Summary" page for incomplete submissions. This page will provide a "Submission status" of "Incomplete" in the page header for all incomplete submissions.
INC09	R20202 R20205	Incomplete Letter Viewing/Case Users	A Case User will have the ability to view an incomplete letter from the "Submission Summary" page for incomplete submissions. The system will provide a link in the header of the page titled "Link to Incomplete letter." Once the link is selected, the system will return a view-only version of the incomplete letter that is associatied with that instituion's submission.

Condition ID	Requirement #	Event Description	Test Condition Description
INS10	R20642	Multiple Submissions/Correspondence log	The system will have the ability to capture a "submission date" with each record submitted in the eZ-Audit system in the Correspondence log. This includes annual and non-annual submissions.
INS11	R20684	Resubmissions/Correspondence log	The system will have the ability to cover multiple submissions in the event of a resubmission in the correspondence log. For resubmission Correspondence logs, all entries contained in the original incomplete submission log will be copied over. The system will display a date for both the submission and for the resubmission record.
INC10	R20200	Incomplete letter/Correspondence log	A user of any type will have the ability to make an incomplete submission. When an institution has made an incomplete submission of any type, the system will present them with an Incomplete Letter Report. When the user views this letter, the system will record when this occurrence happened in the correspondence log.

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Condition ID	Requirement #	Event Description	Test Condition Description
RES AUDIT02	R20453	Case User / Submission Resolution	The system will allow a Resolution User to create multiple DDIFs for one Compliance Audit
RES AUDIT04	R20685	Case User / Submission Resolution	The system will allow any Resolution User to create an unlimited number of DDIF amendments for one Compliance Audit
RES AUDIT07	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access all amended versions of a DDIF
RES AUDIT08	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access the original version of a DDIF
RES AUDIT11	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for original DDIFs
RES AUDIT12	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for amended DDIFs
RES AUDIT14	R20688	Case User / Submission Resolution	The system wiill allow Case Users to create amended DDIFs only after an original Audit Package has been archived
RES AUDIT15	R20689	Case User / Submission Resolution	The system will require an amended audit Resolution Package to be sent to the Co-Team Lead for approval before being archived
RES AUDIT16	R20689	Case User / Submission Resolution	The system will require an amended ACD and an amended DDIF to be created before the amended audit Resolution Package can be sent to the Co-Team Lead
RES AUDIT19		Case User / Submission Resolution	Once amended version of a DDIF has been created, the system will display an DDIF History page containing all versions of the ACD
RES AUDIT20		Case User / Submission Resolution	Case Users will have access to all amended and original DDIF versions from the DDIF History Page

Condition ID	Requirement #	Event Description	Test Condition Description
RES AUDIT01	R20452	Case User / Submission Resolution	The system will allow a Resolution User to create multiple ACDs for one Compliance Audit
RES AUDIT03	R20685	Case User / Submission Resolution	The system will allow any Resolution User to create an unlimited number of ACD amendments for one Compliance Audit
RES AUDIT05	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access all amended versions of an ACD
RES AUDIT06	R20686	Case User / Submission Resolution	The system will allow a Resolution User to access the original version of an ACD
RES AUDIT09	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for original ACDs
RES AUDIT10	R20687	System functionality/ Submission Resolution	The system will include creation date/time stamps for amended ACDs
RES AUDIT13	R20688	Case User / Submission Resolution	The system wiill allow Case Users to create amended ACDs only after an original Audit Package has been archived
RES AUDIT15	R20689	Case User / Submission Resolution	The system will require an amended audit Resolution Package to be sent to the Co-Team Lead for approval before being archived
RES AUDIT16	R20689	Case User / Submission Resolution	The system will require an amended ACD and an amended DDIF to be created before the amended audit Resolution Package can be sent to the Co-Team Lead
RES AUDIT17		Case User / Submission Resolution	Once amended version of an ACD has been created, the system will display an ACD History page containing all versions of the ACD
RES AUDIT18		Case User / Submission Resolution	Case Users will have access to all amended and original ACD versions from the ACD History Page

Condition ID	Requirement #	Event Description	Test Condition Description
NONAN03	R20284	Initial Submission / School User	The system will update a School FYE when entered on Initial Submission page and Initial Submission has been resolved
NONAN04	R20284	Reinstatement Submission / School User	The system will update a School FYE when entered on Reinstatement Submission page and Reinstatement Submission has been resolved

Condition ID	Requirement #	Event Description	Test Condition Description
RES CTL06	R20649	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue by Assignee on the Team Queue page
RES CTL07	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue alphabetically by Institution Name on the Team Queue Page
RES CTL08	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue alphabetically by Record Type on the Team Queue Page
RES CTL09	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue alphabetically by Submission Type on the Team Queue Page
RES CTL10	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue chronologically by Most Recent Submission submitted on the Team Queue Page
RES CTL11	R20461	Co-Team Leader / Submission Resolution	The system will allow a Co-Team Leader to sort the Pending Approval queue chronologically by Oldest Submission submitted on the Team Queue Page

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Condition ID	Requirement #	Event Description	Test Condition Description
NAV01	R20282	Left navigation link	The user has the ability to access other Resolution options when viewing the Manage Auditor Info page. This will be done via a left navigation which should provide links that return the webpage of the selected Resolution option.

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Condition ID	Requirement #	Event Description	Test Condition Description
RES WAIVER01	R20479	System functionality / WavierExemption Page Display	The "Rescind" field will require a date in the format mm/dd/yyyy
RES WAIVER02	R20479	System functionality / WavierExemption Page Display	The system will provide a field on the Waiver/Exepmtion page labeled "Rescind"
RES WAIVER03	R20478	System functionality / WavierExemption Page Display	The Waiver page will no longer have fields for "Expired"
RES WAIVER04		System functionality / WaiverExemption Resolution	If a Case User chooses to rescind a Waiver, the system will display a link on the Institution's Home page to the oldest Annual submission covered by the Waiver
RES WAIVER05		System functionality / WaiverExemption Resolution	If a Case User chooses to rescind an Exemption, the system will allow an Institution to submit Compliance Audit information in the next Annual Submission due Home
RES WAIVER06	R20477	System functionality / WavierExemption Page Display	The "Rescind" field will replace the field currently labeled "Withdrawn"

Condition ID	Requirement #	Event Description	Test Condition Description
INC16	R20196	QC/System Functionality	If a submission is marked "Incomplete," the system will create an "Incomplete Letter Report"
INC17	R20196	QC/System Functionality	If selected as a reason for Incomplete, "Audited Financial Statement is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC18	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC19	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Audited Financial Statement is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC20	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC21	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Report on Compliance and Internal Controls is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC22	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC23	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC24	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC25	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report has an improper signature" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC26	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC27	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC28	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC29	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC30	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statement Independent Auditors Report does not refer to GAAP" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC31	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not titled" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC32	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not signed" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC33	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC34	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not on letterhead" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC35	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not specify Government Auditing Standards" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC36	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements" will appear on the "Incomplete Letter Report" under Financial Statement heading
INC37	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC38	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Financial Statements Report On Compliance and Internal Controls is not dated/is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC39	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC40	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading

Condition ID	Requirement #	Event Description	Test Condition Description
INC41	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC42	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedule is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC43	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC44	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC45	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is missing" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC46	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Compliance Audit is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC47	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC48	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Other is not viewable" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC49	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC50	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor Information Sheet does not properly address enrollment percentages" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC51	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Servicer Information Sheet is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC52	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC53	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC54	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs has improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC55	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs was not dated" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC56	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs not on letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC57	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not list all required Management Assertions" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC58	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not clearly identify the periods examined" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC59	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of Government Auditing Standards" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC60	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of attestation standards established by AICPA" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC61	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Report on Compliance with specified Requirements Applicable to the FSA programs did not disclose use of appropriate Audit Guide" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC62	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Schedule of Findings and Questioned Costs is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC63	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC64	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Summary Schedules do not represent the findings" will appear on the "Incomplete Letter Report" under Compliance Audit heading

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Condition ID	Requirement #	Event Description	Test Condition Description
INC65	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Auditor's Comments on Resolution Matters related to prior audit findings is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC66	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is incomplete" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC67	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not signed" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC68	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan has an improper signature" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC69	R20196	QC User/ QC review	If selected as a reason for Incomplete, "Corrective Action Plan is not on school letterhead" will appear on the "Incomplete Letter Report" under Compliance Audit heading
INC71	R20199	Correspondence Log Page Display/System Functionality	After a submission has been marked Incomplete, the system will post an entry for the Incomplete Submission Letter in the Correspondence Log
INC72	R20201	QC User/ QC review	After a QC user has marked all Incomplete fields and selects "Submit," he will be taken to the Incomplete Letter Submission Preview Page
INC73	R20201	QC User/ QC review	The QC user will be able to review an Incomplete Submission Letter on the Incomplete Letter Submission Preview Page
INC74	R20204	Incomplete Letter Submission PreviewReview Page/System Functionality	When viewed, the Incomplete Submission Letter will have a link to a "Printer Friendly Version"
INC75	R20206	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC76	R20206	QC Page Display/ System Functionality	On the QC page for Compliance Audits, there will be a field that allows a user to indicate if any attached PDFs are not viewable
INC77	R20207	QC Page Display/ System Functionality	On the QC page for Financial Statements, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Financial Statements section
INC78	R20207	QC Page Display/ System Functionality	On the QC page for Compliance Audit, there will be a field that allows a user to enter any additional comments he would like to display on the Incomplete Submission Letter under the Compliance Audit section
INC79	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?": - Audited Financial Statement is missing. - Financial Statement Independent Auditors Report is missing. - Financial Statement Report on Compliance and Internal Controls is missing. - Other is missing.
INC80	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Financial Statement Independent Auditors Report is not titled. - Financial Statement Independent Auditors Report is not signed. - Financial Statement Independent Auditors Report has an improper signature. - Financial Statement Independent Auditors Report is not dated. - Financial Statement Independent Auditors Report is not on letterhead. - Financial Statement Independent Auditors Report does not specify GAGAS. - Financial Statement Independent Auditors Report does not refer to all Financial Statements. - Financial Statement Independent Auditors Report does not refer to GAAP. - Financial Statements Report On Compliance and Internal Controls is not titled. - Financial Statements Report On Compliance and Internal Controls is not signed. - Financial Statements Report On Compliance and Internal Controls is not dated. - Financial Statements Report On Compliance and Internal Controls is not on letterhead. - Financial Statements Report On Compliance and Internal Controls does not specify GAGAS - Financial Statements Report On Compliance and Internal Controls does not refer to all Fina
INC81	R20208	QC Page Display/ System Functionality	On the QC page for Financial Statements, the following values will be selectable under the Listbox for the question "Are all required documents attached?" - Compliance Audit is missing. - Financial Statements Report On Compliance and Internal Controls is not dated is missing. - Servicer Information Sheet is missing. - Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing. - Schedule of Findings and Questioned Costs is missing. - Summary Schedules is missing. - Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing. - Corrective Action Plan is missing. - Other is missing.

Condition ID	Requirement #	Event Description	Test Condition Description
INC82	R20208	QC Page Display/ System Functionality	On the QC page for Compliance Audit, the following values will be selectable under the Listbox for the question "Are all required attachments properly presented?" - Auditor Information Sheet is incomplete. - Auditor Information Sheet does not properly address enrollment percentages. - Servicer Information Sheet is incomplete. - Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete. - Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed. - Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature. - Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated. - Report on Compliance with specified Requirements Applicable to the FSA Programs not on letterhead. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined.
INC83	R20210	QC User/ QC review	Once a QC User has reviewed and submitted an Incomplete Submission Letter, an email will be sent to an Institution User notifying them of the letter
INC84	R20199	System functionality/ Incomplete Submissions	The system will display an automatic entry in the correspondence log reading "incomplete letter posted/first incomplete notification email sent" after a submission is marked incomplete and the incomplete letter has been posted
INC85	R20639	System functionality/ Incomplete Submissions	The system will carbon copy the appropriate Co-Team Leader, based on the team of the Institution with the Incomplete submission, when a thrid Incomplete submission e-mail notification is sent
INC86	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Institution's President to notify them of the Submission's status
INC87	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Institution's FAA to notify them of the Submission's status
INC88	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Financial Statements contact e-mail address supplied on the Completeness Checklist to notify them of the Submission's status
INC89	R20680	System functionality/ Incomplete Submissions	If any part of an Annual Submission is marked Incomplete, the system will send an e-mail notification to the Compliance Audit contact e-mail address supplied on the Completeness Checklist to notify them of the Submission's status
INC90	R20680	System functionality/ Incomplete Submissions	If any part of a Non-Annual Submission (except New Institution or Merger/Change in Ownership) is marked Incomplete, the system will send an e-mail notification to the Institution's President to notify them of the Submission's status
INC91	R20680	System functionality/ Incomplete Submissions	If any part of a Non-Annual Submission (except New Institution or Merger/Change in Ownership) is marked Incomplete, the system will send an e-mail notification to the Institution's FAA to notify them of the Submission's status
INC92	R20680	System functionality/ Incomplete Submissions	If any part of a Non-Annual Submission is marked Incomplete, the system will send an e-mail notification to the appropriate e-mail address contact (either FS or CA) provided with the submission to notify them of the Submission's status
INC93	R20681	System functionality/ Incomplete Submissions	For a school group member submission marked Incomplete, the system will send e-mail notifications to the individual institution contact e-mail addresses
INC94	R20681	System functionality/ Incomplete Submissions	For a school group member submission marked Incomplete, the system will send e-mail notifications to the Locator school's Financial Statements contact e-mail address
INC95	R20683	System functionality/ Incomplete Submissions	All Incomplete notification e-mails sent by the system will be carbon copied to the eZ-Audit mailbox
INC96	R20638	System functionality/ Incomplete Submissions	If a submission is marked incomplete and an incomplete letter is posted, the system will send an email notification to the appropriate Institution contacts

Condition ID	Requirement #	Event Description	Test Condition Description
INC97	R20638	System functionality/ Incomplete Submissions	If a submission is marked incomplete and an incomplete letter is posted AND a resubmission has not been sent to ED after 15 days of the Incomplete letter being posted, the system will send a second email notification to the appropriate Institution contacts
INC98	R20638	System functionality/ Incomplete Submissions	If a submission is marked incomplete and an incomplete letter is posted AND a resubmission has not been sent to ED after 30 days of the Incomplete letter being posted, the system will send a third and FINAL email notification to the appropriate Institution contacts
INC99	R20692	System functionality/ Incomplete Submissions	If any portion of a school group submission is marked Incomplete, a notification that the submission is Incomplete will be displayed to all Schools in the group in Notifications on each home page.
INC100	R20693	System functionality/ Incomplete Submissions	For school group submissions, the system will display an Incomplete grid showing which Institutions have submitted and which need to resubmit as a result of being marked Incomplete, after all submissions have been submitted and QC'd
INC101	R20696	System functionality/ Incomplete Submissions	The Incomplete Letter will display text stating that a resubmission is due within "15 calendar" days from the date of the Letter
INC102	R20697	System functionality/ Incomplete Submissions	The Incomplete Letter will contain text referencing the "Submission Type" of the Incomplete Submission relating to the letter
INC103	R20697	System functionality/ Incomplete Submissions	The Incomplete Letter will contain text referencing the "FYE" of the Incomplete Submission relating to the letter WHEN APPLICABLE
INC104	R20697	System functionality/ Incomplete Submissions	The Incomplete Letter will contain text referencing the "Submit Date/Time" of the Incomplete Submission relating to the letter
INC105		System functionality/ Incomplete Submissions	The first e-mail notification will contain text informing the recipient that the notification is the first notice sent and to view the full Incomplete Letter in eZ-Audit
INC106		System functionality/ Incomplete Submissions	The second e-mail notification will contain text informing the recipient that the notification is the second notice sent and to view the full Incomplete Letter in eZ-Audit
INC107		System functionality/ Incomplete Submissions	The third e-mail notification will contain text informing the recipient that the notification is the final notice sent and to view the full Incomplete Letter in eZ-Audit
INC108		System functionality/ Incomplete Submissions	The third e-mail notification will contain text informing the recipient that failure to resubmit will cause referral to case for further review
INC109	R20724	System functionality/ Incomplete Submissions	System will display a "Contact Information grid" on the Incomplete Letter.
QC01	R20285	QC Queue Page Display/ System Functionality	On the QC Queue Page Display, submissions to be QC'd will be separated into submissions that must be completed and submissions where the QC must be submitted by an approver
QC02	R20623	QC User / QC Submission	A QC User may submit a QC form without answering all required field if the answer to "Are all attached PDFs viewable?" is no
QC03	R20623	QC User / QC Submission	A QC User must complete all required fields if the answer to "Are all attached PDFs viewable?" is Yes before submitting
Resub25	R20421	Annual QC Workflow/Incomplete due to Data Entry	With resubmissions that are in response to submissions marked incomplete due to Data entry, the system will only send the incomplete record to Quality control. Only the editable portion of the resubmission template, either CA or FS information, will have to be QC'd. The original portion of the annual submission that was marked complete will remain in a holding state and continue with Case Management workflow once its corresponding record has been QC'd.
Resub26	R20421	Annual QC Workflow/Incomplete due to Specific Attachment	With resubmissions that are in response to submissions with multiple attachments marked incomplete due to an attachment, the system will only send the incomplete record to Quality control. Only the editable portion of the resubmission template, either CA or FS information, will have to be QC'd. The original portion of the annual submission that was marked complete will remain in a holding state and continue with Case Management workflow once its corresponding record has been QC'd.
Resub27	R20421	Annual QC Workflow/Incomplete due to "All" Attachment	With resubmissions that are in response to submissions with an incomplete "All" attachment, the system will send the entire record to Quality control. Both the CA and FS record will have to be QC'd again.
Resub28	R20421	Non-Annaul QC Workflow	With resubmissions that are in response to non-annual submissions, the system will send the entire record to Quality control. The entire record will have to be QC'd again.
SG56	R20457	System functionality/ School Group Submission Quality Control	If a School Group submission is marked Incomplete, the system will only require the Institutions with Incomplete submissions to resubmit
SG57	R20457	System functionality/ School Group Submission Quality Control	If a School Group submission is marked Incomplete, the system will not require other Institutions with complete submissions to resubmit

Condition ID	Requirement #	Event Description	Test Condition Description
WF01	R20338	Workflow/Compliance Audit	As soon as a Compliance Audit record is marked "Complete" in QC then the system will immediately move that record from the QC queue to the Screener queue. This action will take place regardless of whether the corresponding Financial Statements have been QC'd.
WF02	R20339	Workflow/Financial Statement	The system will place Financial Statements into a holding area after being QC'd until the corresponding Compliance Audit(s) has had its findings coded.
WF03	R20339	Workflow/Co-Team Leader	The system will send a package containing the corresponding Financial Statement and Compliance Audit(s) to the Co-Team Leader. This submission will only occur after both the Compliance Audit(s) and Financial Statements have passed through Quality control.